


## Submitting your renewal - step-by-step instructions

1. Submit your continuing education forms and payment only in your renewal year!
2. Check your certification expiration date, view the [CPC Directory of Certified Paraoptometrics](#), or contact [cpc@aoa.org](mailto:cpc@aoa.org) for assistance.
3. In your renewal year only, submit your documentation and fee as soon as all of your CE has been completed. Please do not wait to submit it until October.
4. Review the renewal guidelines to ensure you have the correct number and appropriately approved CE credits.
  - a. CPO, CPOA, CPOT – 18 credits, NINE of them must be CPC approved or AOA CE hours
  - b. CPOC – 9 credits from the approved organizations and domains

### Renew online at:

<https://www.aoa.org/education/paraoptometric-certification/maintaining-and-renewing-your-cpc-certification>

Click the blue “Submit Credits & Fee” button near the bottom of the page



Submit Credits & Fee

Complete the contact information (Name, AOA ID#, email address)

Only click the “yes” this is a resubmission button if:

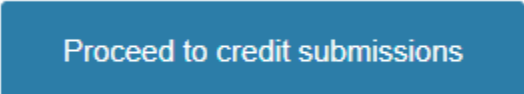
1. you have been contacted by the CPC and were instructed to resubmit, AND
2. you previously submitted the renewal fee.

If you click the resubmission button, you will not be prompted to pay the renewal fee. New renewals that are received without payment will not be reviewed.

Select the certification renewal type (CPO, CPOA, CPOT, CPOC)

Enter your mailing address. Click “yes” if this is a new address.

Click the blue button “Proceed to credit submissions”



Proceed to credit submissions

Upload your CE forms. (Combine your CE forms into a single PDF when possible.) These forms can be uploaded from a file on your computer or other device, downloaded as PDFs or transcripts from EyeLearn, Credivera, or be paper forms that you scan or photograph. If you scan or photograph the forms, be sure to capture clear and complete forms. Items that are dark, incomplete, or unreadable will not be accepted.

Once you have uploaded all your CE forms, click the “Submit” button.

Submit

Enter your credit or debit card information.

If you do not see the Submit Payment button, then you clicked the button indicating this was a resubmission and will not be able to add a payment.

Submit Payment

An automated receipt will be emailed to you after payment has been received.

**Next steps:**

Your submission will be reviewed and payment will be processed.

When the renewal requirements are met, a confirmation of acceptance email is sent, and an updated certificate will be mailed within approximately 8 weeks or less. The earlier in the year you submit your renewal, the faster you should receive your updated certificate.

When the requirements are not met, an email notification outlining the issue(s) and providing resubmission instructions will be sent. Resubmissions will be reviewed, and you will receive an email update regarding the acceptance or denial of your submission.

**Renew by mail**

Complete steps 1 through 4 on page 1 of these instructions

Mail a copy of your invoice, your CE forms (keep a copy for your records) and your renewal fee to:

AOA-CPC  
243 N Lindbergh Blvd  
St. Louis MO 63141

**Recommendation:** Use a carrier that provides tracking.

See the next steps section.

Contact [CPC@aoa.org](mailto:CPC@aoa.org) if you have not received a confirmation email within 2 weeks of submitting or resubmitting your renewal, and if you have not received an updated certificate after 8 weeks of submitting your renewal.